

Request for Proposals
Buncombe County Health and Human Services
School Nurse Services, Fiscal Year 2020

I. Introduction

Buncombe County Health and Human Services invites qualified organizations to provide School Nurse Services for both Buncombe County and Asheville City Public School Districts for fiscal year 2020.

Leading national education organizations recognize the close relationship between health and education as well as the need to foster health and well-being within the education environment for all students. School nurses play a vital role in promoting health and safety of young people. Buncombe County and Asheville City Schools have agreed upon a vision to develop a school health model that broadens the scope of school nursing and enhances the capacity to both serve more students with direct health services and provide innovative ways to better meet the health needs of students.

II. Purpose

The purpose of the School Nurse Program is to improve children's health and their readiness to learn inside the school systems; to continually explore and implement innovative initiatives to support broader access for student health; and to increase capacity of the school nursing program. Both entities, in collaboration with school systems, will commit to a shared vision of innovation and creative service delivery methods and will collaborate intentionally to achieve this shared vision.

III. Scope of Work

Provide oversight for the School Nurse services program, including supervision of the school nurse staff according to the following requirements:

- a) Employ and supervise a team of professionally trained and certified School Nurses to serve both Buncombe County and Asheville City School Districts (and any local Charter School that chooses to participate), establishing an optimal nurse to student ratio (1:750), while not falling below the ratio of 1:1,299.
- b) Meet all requirements of the NC Division of Public Health's Local Health Department Agreement Addendums 803 and 351, which outlines the requirements for School Nurse Funding Initiative Program (attached).
- c) Provide adequate orientation, training, and CEU support. Provide support for those nurses obtaining national certification.
- d) Provide meeting and training space for school nurses.
- e) Provide resources and tools to support school nurses in the day-to-day duties, such as, but not limited to cell phone (and service), laptop, printer, internet service and network access, and office space.
- f) Provide research support in order to continuously explore models of school health that build capacity and enhance service delivery.
- g) Support school nurses in their role of prevention and response to communicable disease outbreaks and participation on the BC Epi Team.

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- h) Assure compliance with all contracts that BC HHS manages that are tied to School Nursing Services (to include but not limited to those attached).
- i) Convene and support advisory councils addressing the needs of the school nurse program with local stakeholders.
- j) Administer a system that supports providing access to primary medical care to students without.
- k) Ability to support compliance with applicable rules, laws and policy related to privacy and security of protected information.

Special consideration will be given to applications that include the following:

- a) Inclusion of the provision of a “medical champion” who is either a physician; PA, FNP, NP or Advanced Practice RN who’s role is to provide consultation services to the School Nurse Program, staff and advisory council.
- b) BSN or higher RN leader whose role is to provide Board of Nursing and licensure support and oversight as a program supervisor.
- c) Access to an Institutional Review Board for research activities.

IV. Minimum Qualifications

- a) Must be of size and organizational structure to support and lead a large team of field-based personnel.
- b) Must be able to provide prior two years of financial statements.
- c) Must be an organization focused on health, education, or similar human services.
- d) Must be able to adequately provide Information Technology support and will need to implement and support an adequate electronic records system.
- e) Must be knowledgeable and demonstrate compliance with all Federal, State, and Local rules, laws and policy related to the provision of school health services.

V. Fiscal Provisions

Payment to the Contractor will be under the terms of an established contract from 7/1/2019 through 6/30/2020.

VI. Application Deadline and Submission Information

Complete applications must be submitted no later than **2:00pm, April 22, 2019** in order to be considered. Applications can be submitted in any one of three ways:

1. Submitted through the online portal. The online application can be accessed at this link:
<https://www.grantinterface.com/buncombecounty/Common/LogOn.aspx>
2. Emailed to Ron Venturella. Ron.Venturella@BuncombeCounty.org

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3. Submitted as a paper copy to Ron Venturella, either in person or using a mail or parcel carrier. Use the address:

Attn: Ron Venturella
200 College St., 4th Floor
Asheville, NC 28801

Late submissions cannot be accepted, and failure of mail and parcel carriers to deliver by this time does not merit an exception to this rule.

Proposals will be evaluated by a review panel assigned by the Director of Buncombe County Health and Human Services, who will make final award decision. The County will choose the applicant that best fits its needs and the needs of the target population.

VII. Q&A

During the period between March 11 and March 29, 2019 at midnight, applicants may ask questions about the process and the criteria for submission. All questions will be received by Ron Venturella (ron.venturella@buncombecounty.org) and answers will be provided to applicants by way of documents posted as addendums to the RFP. These postings will occur by 5:00 PM on Friday April 5, 2019.

VIII. Evaluation of Applications

Proposals will be evaluated by a review panel assigned by the Director of Buncombe County Health and Human Services, who will make final award decision. The County will choose the applicant that best fits its needs and the needs of the target population.

IX. Application Components and Narrative Requirements

In the application narrative, please answer the following questions. Please limit your application narrative to 10 pages, using New Times Roman font no less than size 11 and no less than 1.15 line spacing (*If submitting via electronic contracts portal, does not apply).

1. Organization Mission: State your organization's mission, vision, and values or at minimum, describe your organization's philosophy on School Health and School Nursing Services.
2. Overview of Growing Trends and Challenges in School Nursing:
 - a What steps will your organization will take to address the challenges and opportunities in the local provision of school health services?
3. Organizational Capacity:
 - a What is the capacity of the organization to provide School Health and School Nursing services? Please include past and current relevant experience, challenges encountered and how you

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intend to address those challenges, and clear evidence that the applicant has the organizational capacity to successfully carry out the programmatic scope of a contract resulting from this RFP.

4. Staffing:
 - a What is the proposed staffing plan? Include the numbers and types of positions. Include the level of training and professional credentials of the staff working directly with the student population, as well as linguistic and cultural competency of the staff. Include the recruitment and retention plan. Indicate how these positions fit into the applicant's organizational chart.
5. Client Services:
 - a What is your proposed service delivery plan for School Nurse services?
6. Documentation & Data Collection:
 - a Describe the data collection and quality assurance measures that you use and how you will assure ongoing and effective tracking of contract requirements and outcomes. Include a description of databases and other technology utilized.
7. Community Collaboration:
 - a Describe your current collaborative activities among private and public entities, including coordination, referral, and/or other linkages maintained, and briefly describe how these relationships will be continued and how new relationships will be established.
8. Assessing Effectiveness:
 - a Providing these services regularly may be challenging. How will the applicant know that they are providing effective services to the population?
9. Proposed Budget:
 - a. Describe your organization's financial capacity to perform the services as described in the application. Please attach a detailed 1-year budget indicating specific expenditures that link with the described scope of work and fiscal provisions, specifically:
 - i. Itemized Salary and Benefits
 - ii. Operating
 - iii. Mileage
 - iv. Training and Travel
 - v. Other Administrative Costs

X. Attachments

AA 803
ACS and BCS Contracts
Eblen Dental Sealant
CAO